



DEPARTMENT OF HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF HEALTH CARE SERVICES	RELEASE DATE:	Thursday, September 9, 2010
POSITION TITLE:	Chief Administrative Law Judge	FINAL FILING DATE:	Thursday, October 14, 2010
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$13,381.00 / Month	BULLETIN ID:	08312010_1

POSITION DESCRIPTION

Under the general direction of the Deputy Director and Chief Counsel, the Chief Administrative Law Judge supervises and manages the administrative operation of twelve Administrative Law Judges, thirteen hearing officers, and other staff in the conduct of administrative hearings held in accordance with the Administrative Procedure Act and other applicable laws. The Chief Administrative Law Judge acts as advisor to the Director in record review and writing of alternate decisions and, as delegated, acts for the Director in adopting or alternating proposed decisions. The Chief Administrative Law Judge also performs special assignments for the Director or Deputy Director and Chief Counsel which are complex and may be politically sensitive or controversial.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Active membership in the State Bar of California.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Knowledge of court decisions interpreting the powers of administrative boards and agencies; the principles and theories of administrative law and the judicial review actions.
- Knowledge of the administrative hearing provisions of the Administrative Procedure Act (APA) as applied to department hearings.
- Knowledge of administrative hearing procedures applicable to department programs and actions, including Medi-Cal audits, inpatient reimbursement limits and emergency services claims disputes and California Children's Services.
- Knowledge of Departmental policies and procedures for reviewing proposed decisions that result from administrative hearings.
- Knowledge of the organization of the Department of Health Care Services and the functions of the programs and Divisions within the Department.
- Knowledge of personnel and labor relations policies and practices.
- Ability to perform legal research.
- Ability to appraise and apply legal principles, evidentiary rules and precedents of legal problems.
- Ability to draft opinions, pleadings, rulings, regulations and legislation and present statements of fact, law and argument clearly and logically in written and oral form.
- Ability to hold hearings and independently present difficult and complex cases in court.
- Ability to apply the principles and objectives of effective public administration and an understanding of the uses of proper administrative procedures in furthering these objectives.
- Ability to use well developed management skills to lead, motivate and develop staff.
- Ability to advise, consult and work cooperatively with departmental staff as well as legislators, federal and other public government agencies and private agencies.
- Ability to make both planned and impromptu presentations before a group of individuals on diverse, complex and highly sensitive issues.
- Ability to establish and maintain an independent hearing authority to provide formal and informal state administrative hearings.
- Ability to provide for an effective system of scheduling, conducting and resolving administrative hearings conducted by both administrative law judges and non-attorney hearing officers.
- Ability to problem-solve, create new ideas, and develop new approaches to achieve the department's mission.
- An awareness of the department's critical issues.

- Ability to organize for success; understanding how to arrange resources to achieve strategic plans.
- Understanding of internal and external customers.
- Ability to make decisions and be accountable for those decisions.
- Commitment to achieving the department's mission and goals, and to encouraging others to contribute.
- Clear expression of ideas, thoughts and expectations and active and empathetic listening skills.
- Willingness and ability to build relationships taking into account individual and cultural differences.
- Recognition that people are the Department's most valuable resource.
- Ability to identify and define the needs of the department, to attract appropriate candidates for job openings, and to evaluate and select the most qualified.
- Willingness and ability to take the time to develop and encourage staff to achieve their true potential.

DESIRABLE CHARACTERISTICS

Creativity and Innovation - Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity - Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication - Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be

conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Administrative Law Judge**, with the **DEPARTMENT OF HEALTH CARE SERVICES**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of a Supplemental Application. Applicants are required to respond to the following seven supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the CEA 4 level. Responses to the supplemental items will be assessed based on pre-determined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

Each applicant for this examination must complete and submit his/her responses to all seven supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received without responses to the supplemental items will be rejected.

When responding to the supplemental items, applicants must follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8 1/2" x 11" paper, using no smaller than a 12 point font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.

SUPPLEMENTAL APPLICATION ITEMS:

1. Describe your knowledge of legal issues common to state government agencies, including issues arising from the Administrative Procedure Act, Public Records Act, Political Reform Act, State Open Meeting Law, Information Practices Act and Public Contract Code.
2. Describe your knowledge of the law and procedure applicable to department administrative hearings.
3. Describe your knowledge of the law and ethical standards applicable to final administrative decisions under the Administrative Procedure Act.
4. Describe your knowledge of administrative litigation and judicial review of administrative actions.
5. Give an example that demonstrates your ability to analyze department program issues from the broad policy perspective.
6. Describe your ability to use well-developed management skills to lead, motivate and develop staff.

7. Describe a situation that demonstrates your ability to gain the confidence and support of top-level administrators.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- Responses to the Supplemental Items listed above.

Applications must be submitted by the final filing date to:

DEPARTMENT OF HEALTH CARE SERVICES, Human Resources Branch
P.O. Box 997411 M.S. 1301, Sacramento, CA 95899-7411
Tara Jackson | (916) 552-8345 | Tara.Jackson@dhcs.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Health Care Services, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Tara Jackson at Tara.Jackson@dhcs.ca.gov or at (916) 552-8345.

Questions regarding the position should be directed to Arleen Jacoway at Arleen.Jacoway@dhcs.ca.gov or at (916) 440-7408.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>